



State of Tennessee
Department of Commerce and Insurance
Board of Architectural and Engineering Examiners
500 James Robertson Parkway, Third Floor
800-256-5758 615-741-3221 (Nashville Area) Nashville, TN 37243-1142
615-532-9410 (Fax)

CORPORATION, PARTNERSHIP, AND FIRM DISCLOSURE

Law

The firm disclosure form is required of corporations, partnerships, and firms practicing or offering to practice architecture, engineering, and/or landscape architecture in the state of Tennessee in accordance with *Tennessee Code Annotated* (T.C.A.) Title 62, Chapter 2, Part 6, Sections 62-2-601 and 62-2-602. Firms offering only interior design services are not required to file a disclosure with the Board.

The firm must have one Tennessee registrant in responsible charge of the firm's Tennessee practice, even if the firm uses the plural form of "architect", "engineer", or "landscape architect". If the firm's name incorporates individuals' names in conjunction with the plural form of architect, engineer, or landscape architect (for example, Smith and Jones Architects), it is not necessary for each named person to be registered, so long as the firm name, taken as a whole, is not misleading to the public, and there is at least one Tennessee registrant at the firm.

The law can be accessed from our home page listed above or you may obtain a copy by contacting the Board office at the address above.

Firm Disclosure

This form is for firm disclosure, not firm registration. No fee is required.

Only officers and principals who are employed full-time and hold active Tennessee registration can be in responsible charge of the firm's practice.

- A "principal" is considered to be an individual who has the authority to make independent design decisions. He/She is not required to be an officer in the firm.
- The person in responsible charge must be registered in the profession in which services are being offered.
- A person cannot be in responsible charge of more than one office.

Tennessee Branch Office Disclosure

The Tennessee branch office form (Attachment A) should only be completed if: 1) the out-of-state firm has branch offices in Tennessee, or 2) a Tennessee-based firm has more than one office in Tennessee.

- A branch office form ([Attachment A](#)) should be completed for each branch office (city or town) located in Tennessee from which professional design services are offered to the public.
- The registrant in responsible charge of a Tennessee branch office is not required to be an officer or principal.

Forms

The form(s) that follow these instructions may be filled out online. The forms must then be printed and signed. The Board does not accept electronic document filing of the disclosure form; the completed form must be mailed to the address above.

Please retain a completed copy for your records. Advise the Board, in writing, within sixty (60) days of any address change. Submit a new firm disclosure if reporting any other changes such as a firm/company name change, changes in registration status of principals or officers, changes in principals or officers who are designated to be in responsible charge, etc.

Board Contact

If you have any questions regarding the firm disclosure requirements, please contact Frances Smith, Firm Disclosure Coordinator, at the phone numbers listed above or by e-mail at frances.p.smith@state.tn.us.



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<http://www.state.tn.us/commerce/boards/ae/index.html>

Corporation, Partnership and Firm Disclosure

Required by *Tennessee Code Annotated, Section 62-2-601*

Each place of business providing or offering architectural, engineering, or landscape architectural services to the public in Tennessee must file a firm disclosure form.

A. Complete one form for each type of professional design service offered to the public in Tennessee.

Check one: ☐ Architecture ☐ Engineering ☐ Landscape Architecture

B. Check one: ☐ New Disclosure ☐ Update (give previous name, if different from current name):

C. Name of Firm _____

Doing business as _____

This firm is (please check one): ☐ A Business Corporation; ☐ A Professional Corporation; ☐ A Partnership;
☐ A Sole Proprietorship; ☐ Other (please explain) _____

Address _____

Telephone Number _____ Fax Number _____

Website Address (optional) _____ Firm's E-mail Address _____

D. Names, Titles, Addresses of all Officers and/or Principals. Include Tennessee registration numbers for those holding Tennessee registration. (Attach additional sheet if necessary)

E. I am the active, full-time Tennessee registrant who is an Officer and/or Principal in responsible charge of the firm's practice in Tennessee and who is registered to practice the profession indicated in section A.

Type or Print Name _____ Title _____ TN Registration Number _____

Office Address _____

Telephone Number _____ Fax Number _____ Registrant's E-Mail Address _____

Signature _____ Date _____

F. List any and each branch office (city or town) located in Tennessee from which professional design services are offered to the public. Attachment "A" must be completed for each location. _____

Please advise the Board office, in writing at the address above, within sixty (60) days of ANY changes in the above information.